Public Event Street Usage Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally request the use of [Street Name] for a public event scheduled on [Event Date] from [Start Time] to [End Time]. The purpose of this event is to [briefly describe the event].

We anticipate approximately [number of attendees] participants and will ensure compliance with all local regulations and safety measures. We will provide [any services, such as security, cleanup, etc.].

Enclosed with this letter are the necessary documents including our event plan, insurance certificate, and any required permits.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

[Organization Name, if applicable]